

Fiscal Analyst

JOB FAMILY DEFINITION

This classification falls within the Fiscal Analysis Job Family encompassing a range of work in which incumbents are responsible for providing analysis, oversight, and reporting for the finance, accounting, budget, revenue and collections, trust and treasury, and contracting functions of the Judicial Council and on behalf of client courts. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

Incumbents, as assigned, are responsible for providing professional analytical work, and/or journey-level account review, maintenance, reconciliation, reporting, and consultation work for the finance, accounting, budgeting, or contracting functions of the Judicial Council and on behalf of client courts. Work assignments involve the process of defining, investigating, analyzing, and developing work products and/or recommendations in the areas of accounting (such as general ledger, grants, trust accounting, and payroll financial services), budgeting, revenue and collections, contracting, and treasury.

DISTINGUISHING CHARACTERISTICS

The Fiscal Analyst is distinguished from the Senior Fiscal Analyst in that the work assigned is narrower in scope (as an example, a Fiscal Analyst would not prepare the branch-wide personnel services budget templates, or coordinate organization and branch-wide month-end and year-end close, or allocate retirement costs branch-wide, or direct the investment of branch-wide pooled funds). The Senior Fiscal Analyst is considered a subject matter expert by the organization and is responsible for performing the most complex assignments requiring the highest level of analytical, subject matter, and organizational expertise (immediately below the level of supervisor), and includes, but is not limited to, preparing or reviewing information or templates and/or providing advanced strategic consultation that direct or guide the work of other staff including Fiscal Analysts.

The Fiscal Analyst is distinguished from the Associate Fiscal Analyst in that the Fiscal Analyst performs professional, journey-level, analytical, budgeting, reporting, and reconciliation work and handles more complex accounts and programs for the Judicial Council and on behalf of the client courts. Work performed by the Fiscal Analyst involves wider organizational impact and a deeper analytical and/or consultative focus compared to the Associate Fiscal Analyst's paraprofessional level of research, analysis, and customer service. The Associate Fiscal Analyst may work with higher level analysts as part of a team or in collaboration efforts to complete assigned work.

Work assigned to the Fiscal Analyst requires the consistent exercise of discretion and judgment to analyze and interpret information and make recommendations.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Analyzes, investigates, computes, researches, and compiles financial documents and activities including, but not limited to, grant applications, agreements/contracts, journal entries, bank reconciliations, trial balances, monthly, quarterly and year-end financial reports and budgets, expenditures, and revenues; provides analytical review.
- Reviews, analyzes, reconciles, and monitors financial information; identifies researches and corrects discrepancies and errors.
- Collaborates with, and provides guidance to, internal and external staff regarding financial information related to specific accounts, funds, programs, and/or data across an entire organization, such as a trial or appellate court, including financial system procedures, issues, and questions.
- Ensures adherence to Judicial Council, state, and federal policies, procedures, laws, regulations, and accounting principles; develops reporting tools, accounting protocols, and internal controls and workflow aids.
- Prepares allocations across a specific fund, program, or organizational function; performs financial forecasting and/or cost/benefit analyses assisting clients or senior analysts in preparing budget documents, budget change and concept documents; monitors capital construction project related expenditures for compliance with contractual terms and spending limits for capital construction projects; prepares related reporting.
- Prepares collections revenue reporting documentation, such as individual program reports and annual reports to the legislature; provides technical and consulting assistance to establish or enhance collections programs; supports courts and counties with trial court revenue distribution assistance; develops and delivers training relating to collections and revenue distribution, as assigned.
- Drafts a variety of contracts and agreements, prepares solicitation documents, and facilitates the solicitation process for professional services.
- Participates in complex financial projects.
- Researches and develops complex and specialized reports, recommendations, and presentations.
- Provides training to internal and/or external clients in assigned area.
- Provides orientation and guidance to new/existing staff, as assigned.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Positions assigned to budgeting may be responsible for:

- Performing professional, journey-level budget activities for an assigned fund or functional area including, but not limited to, budget development, forecasting and monitoring, fund and cost allocation, fund reconciliation, and expenditure/revenue analysis, as assigned;
- Performing financial modeling and cost/benefit analysis for various scenarios;
- Reviewing agreements for funding requirements and financial compliance;
- Reviewing and recommending approval of expenditures and payment entries across multiple functions and funds, for funds sufficiency and source of funds designation; and
- Serving as member of a team assigned to prepare budget proposals.

Positions assigned to trust and treasury may be responsible for:

- Serving as trust leads for complex courts, involving factors such as unreconciled fiduciary accounts, types of case management systems, volume of entries, level of historical data maintenance, or level of resources and knowledgebase;
- Reviewing and analyzing daily cash reports (DCR);

- Perform multi-court (including assigned to self and others) DCR manual adjustments, as assigned;
- Releasing and reviewing electronic funds transfers;
- Processing and reconciling deposits;
- Processing and reviewing trust disbursements and calculating related interest;
- Reconciling general ledger accounts for more complex courts;
- Providing and facilitating more complex training for courts, as needed;
- Processing multi-court (including assigned to self and others) journal entries and adjustments;
- Drafting, reviewing and approving procedures and updates for assigned trust functions;
- Monitoring, calculating, and processing accounting activity related, but not limited to disbursement, cash, investments, journal entries, and reversals;
- Administering banking services and solutions to address trial courts' needs in the most efficient and cost effective way;
- Providing consultation, recommendations, and guidance regarding accounting parameters, controls, and system related aspects; and
- Performing special projects related to case management systems, new distribution or trust accounts etc.

Positions assigned to general ledger, grants, and payroll may be responsible for:

- Serving as subject matter expert on an assigned payroll financial functional area;
- Reviewing more complex financial transactions and accounting records; reconciling and making adjusting journal entries;
- Performing month-end, quarterly and/or year-end review;
- Reviewing year-end trial balances and providing consultation to the client court staff on complex accounting issues;
- Monitoring, calculating, and processing accounting activity related, but not limited to grants, budget, payroll liability accounts, taxes, payroll cash accounts, journal entries, and reversals;
- Analyzing and resolving payroll ACH file error transmission;
- Preparing, processing, and monitoring payroll tax deposits, quarterly filings, and W-2 reconciliations for Phoenix courts;
- Analyzing and reviewing financial legislation, and drafting necessary reports; preparing accounting tools and recommendations;
- Working on resolving finance and payroll system tickets, issues, and enhancements; testing new system configurations, as assigned;
- Analyzing and reviewing payroll and tax related legislation; drafting necessary reports and providing recommendations; and
- Performing special projects related to payroll deployments, implementation of new regulations, etc.

Positions assigned to contracting may be responsible for:

- Drafting, processing, evaluating, and administering formal solicitations and associated processes, including, but not limited to, bidder's conferences, vendor awards, specification development, responding to vendor inquiries, and analyzing protests, as assigned;
- Developing general, special, and technical contract provisions as well as strategies to resolve potential contract issues; and
- Assisting with determining the appropriate and most feasible contracting process.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree, preferably in business, finance accounting, or a directly related field, and three (3) years of professional experience in accounting, finance, budgetary, or contract administration. *An additional four years of professional experience in the assigned function as noted above may substitute for the bachelor's degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

Juris doctor, master's of business administration, or master's degree in a directly related field for the assigned discipline such as finance or accountancy.

OR

Two years as an Associate Fiscal Analyst, in the assigned field, with the Judicial Council of California or two years of experience performing the duties of a class comparable in the level of responsibility to that of an Associate Fiscal Analyst in a California Superior Court or California state-level government entity.

LICENSING AND CERTIFICATIONS

– None

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Principles and practices of budgeting and finance, as assigned;
- Principles, practices, and methods of fund and governmental accounting, as assigned;
- Internal control concepts;
- Principles and practices of contract preparation and management, as assigned;
- Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB), as assigned;
- Banking services, investments, and cash management, as assigned;
- Negotiation techniques;
- Basic principles and methods of financial statistical analysis;
- Advanced business mathematical concepts;
- Principles and techniques of preparing effective oral presentations and written materials;
- Customer service and business consultation principles;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Interpreting, applying, and explaining applicable laws, codes, regulations, and standards;
- Reviewing complex financial documents including, but not limited to, contracts, agreements, and budget requests for compliance and formulating accounting rules;
- Monitoring expenditures and revenues and/or cash position, as part of a budget or fund;
- Researching, compiling, reviewing, analyzing, calculating, summarizing, and synthesizing financial information;

- Applying financial tools such as forecasting and cost/benefit analysis;
- Preparing financial documents, contracts, and/or statements;
- Planning, developing, and administering budgets, as assigned;
- Organizing, prioritizing, and coordinating multiple tasks in order to meet assigned deadlines and competing demands;
- Providing customer service and consultation;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, walking, reaching, standing, grasping, pushing, pulling, lifting, fingering, kneeling, crouching, stooping, seeing, hearing, talking, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*